

# **COLUSA COUNTY CHILDREN AND FAMILIES COMMISSION**

## **Minutes of Public Meeting**

**January 9, 2001**

The meeting of the Colusa County Children and Families Commission was called to order at 3:22 p.m. in the Morse Conference Room at the Colusa Library, 738 Market Street, Colusa, California. Commissioners Delores Gomez, Nancy Parriott, and Christy Scofield were present, constituting a quorum.

Items discussed in accordance with the publicly posted agenda were as follows:

1. Approval of Minutes: December 12, 2000 Meeting and Public Hearing

Minutes were reviewed. Commissioner Parriott moved to approve the minutes without correction; motion seconded by Commissioner Gomez. The motion was passed unanimously by voice vote (3/0).

2. Review outstanding invoices and approve payment of expenses

An invoice and monthly status report was presented by Charlette Lauppe, DBA A to Z Consulting for professional services rendered to the Commission during the months of November and December 2000. The invoice was \$5,280 for November 2000 fees, \$8,610 for December 2000 fees, \$52.33 mileage, and \$16.50 postage for a total invoice of \$13,958.83.

The Monthly Financial Report was reviewed as follows:

Ms. Lauppe reported that she spoke with Lynn Roberts, Fiscal Analyst for California Children and Families state staff to inquire on the status of Colusa County Prop. 10 funding allocations, and a special Rural County Initiative approved for counties at the October 18, 2000 California Children and Families meeting in Napa. A question was raised at the Commission meeting December 12, 2000 as to why there were no current deposits showing on the Monthly Financial Report. Ms. Roberts stated that funds were being held because Colusa County had not filed a required 1999-2000 Annual Audit Report. Ms. Roberts said that she did have a partial report with incorrect dates and a brief partial report however funding was on hold until a final third party audit was filed with the state.

Ms. Lauppe stated that after completing a search of past records, that approval of an Annual Audit Report was approved at the October 10, 2000 meeting. A faxed memo from Michael Smith, SEI dated October 2000, indicated that a final copy an Audit Report was to be mailed by Colusa County Auditor's Office to Lynn Roberts at the State office when it was signed by Bob Kessinger, Colusa County Controller as a third party audit.

Ms. Lauppe stated that a follow-up meeting to review Commission accounts was completed December 20, 2000 with Ms. Scroggins, Colusa County Auditor's Office. Ms. Scroggins stated that there was not a copy of the complete 1999-2000 Annual Audit Report in the Commission file. She explained that she found partial records in the file, and concluded that because personnel had changed during the current year, the file may have been left incomplete. Ms.

Scroggins said that she would personally complete a current audit to assure accuracy of the necessary report and follow through with getting the signed report to Lynn Roberts.

Ms. Scroggins completed the assignment and funding was posted to the Commission accounts December 29, 2000 as shown in a Colusa County Period General Ledger Audit Trail Report dated January 8, 2001 showing total cash in treasury at the close of December as \$709,599.90. Please, see attached Monthly Financial Report for detailed report.

Ms. Scofield suggested to change "State Grant Award" to read "Prop 10 Funding" as the funding comes from taxes and is not a grant.

Commissioner Gomez moved to approve expense items as presented; motion seconded by Commissioner Parriott. The motion was passed unanimously by voice vote (3/0).

3. A presentation was given by Sue Wells, Maxwell Playground Advisory Council and Shirley Mongini, Maxwell Elementary School Principal requesting consideration by the Commission for funding of a playground improvement project for Spring 2001.

The Commission thanked Ms. Wells and Ms. Mongini for a well-planned presentation and recommended that they respond to the Request for information that will be released by the Commission this week.

#### 4. Report from Executive Director

- Executive Director reported was given by Charlette Lauppe. The report was an summary of the attached Executive Director's Report:
- Michael Smith, Social Entrepreneurs Inc. has been approved as consultant to the Commission to develop a full Request for Application (RFA) funding allocation process.
- A need for qualified professional support staff is apparent as the Commission begins the first phase of the funding allocation process. One option being discussed with Stewart Knox, Colusa Career Resource Center Director is to revise the Memorandum of Understanding for current office space to include staffing for the office. The position is described as a part-time office staff assistant to work sixteen hours weekly in the Commission office. Mr. Knox will present a cost analysis for consideration by the Commission.
- 1999-2000 Annual Audit is now officially complete and funds have been released to Colusa County Children and Families Commission.
- Technical Assistance (TA) Center is pulling together and a new telephone number has been distributed to all Commissioners for access.
- Meeting with Colusa County Counsel, Donald Stanton went well, and work continues to focus on the Scope of Services.
- Work continues with the State Funds Media Campaign through conference calls with Genevieve Haines to develop a planned media campaign for Colusa County.
- A banner displaying the Commission name, the Commission has purchased logo and slogan. Charlette Lauppe paid approximately \$197.00 for the Commission and will present reimbursement billing next month.
- Verbal approval was given for small-budget counties to receive assistance for reimbursement of travel associated with County Association and State meetings.

- The New Parent's Kit will be presented at the Advisory Council meeting scheduled later this evening.
- Minutes for State Commission meetings are posted to the State Website on the Friday before each scheduled Commission meeting.
- Jane Henderson, State Commission Executive Director plans to personally visit each county and attend a local Commission meeting during the 2000-2001 year.
- Preparation to attend the Statewide Conference is complete. Commissioner Scofield, Commissioner Parriott and Charlette Lauppe will attend the Association meeting scheduled on Wednesday, February 7<sup>th</sup> and the Conference on Thursday, February 8<sup>th</sup> and Friday, February 9<sup>th</sup>. Kay Spurgeon, Superintendent of Schools will join the Conference team on Thursday, February 8<sup>th</sup> for one day. Ms. Spurgeon is supporting her own expenses for this trip.
- The following events and dates were reviewed:

January 17 & 18	Orange County	Association Meeting/State Meeting	
January 23	Colusa	RFA Consulting & Training	3-5 PM
February 13	Colusa	Commission Meeting	3-5 PM
February 13	Williams	Advisory Council Meeting	6:30 – 7:30 PM

#### 6. Public Comment

No Public Comment

#### 7. Closed Session

No business to discuss in closed session.

#### 8. Review and approval of Request for Information (REI) Packet

Commission reviewed the RFI Packet and made the following recommendations for changes:

- change name on cover letter to Christy Scofield, Chair to represent the Commission
- add vice chair to Commission Parriott in letterhead
- add physical to Commission office throughout the document
- add Charlette Lauppe, Executive Director and contact information to letterhead
- Commissioner Gomez recommended using name of each appointing agency for commissioners in the letterhead, but after discussion it was decided to use name and telephone number only

Commissioner Gomez moved to approve RFA packet with suggested minor changes; motion seconded by Commissioner Parriott. The motion passed unanimously by voice vote (3/0).

#### 3. Dates for Upcoming Meetings

The next meeting will be held on Tuesday, February 13, 2001 from 3:00 – 5:00 p.m. in the Morse Conference Room at the Colusa Library, 738 Market Street, Colusa.

#### 4. Adjournment

The meeting was adjourned at 5:00 p.m.

Minutes prepared by Charlette Lauppe, Executive Director to the Commission.

Attachment A: January 9, 2001 Financial Report

Attachment B: Invoice #0001 Charlette Lauppe DBA A to Z Consulting

Attachment C: Maxwell Playground Advisory Council Presentation

Attachment D: January 9, 2001 Executive Director's Report

Attachment E: December 13, 2000 Minutes of County Commission Association Meeting

Attachment F: December 14, 2000 Minutes of State Commission Meeting

Attachment G: January 9, 2001 Advisory Council Agenda